

WATER RESOURCES DIRECTOR OF OPERATIONS & PLANNING

DISTINGUISHING FEATURES

The fundamental reason the Water Resources Director of Operations and Planning position exists is to provide oversight and policy level responsibility for the City's Water Resources Department. Also, acts as Department's active liaison with all organizations having water related interest. This position has supervisory responsibility for the engineering and financial section of the Administrative Division of the Water Resources Department. This position performs supervisory functions. This position reports directly to the General Manager, Water Resources.

ESSENTIAL FUNCTIONS

Plans, organizes, staffs, directs, coordinates, and budgets the activities of the Administrative Division of the Water Resources Department.

Responsible for performance reviews, hiring, training, safety procedures and policies, and disciplinary actions for the engineering and financial staff.

Assures that the division operates in compliance with all County, State, and Federal regulations governing the City of Scottsdale's water and wastewater programs.

Provides direction for planning, programming and budgeting processes for water resources five-year capital program.

Provides oversight for coordination and advancement of ongoing water resources projects.

Monitors the Water Resources Department contract administration procedures to insure compliance with City Procurement Code.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Principles and practices of capital improvements planning and administration; water supply and treatment management and the legal and environmental issues that may affect policies.

Knowledge of federal, state, and local water and sewer regulations and requirements; methods for data collection and analysis; and water and sewer collection, treatment and distribution systems.

Ability to:

Plan and organize data, coordinate programs, and make decisions.

Produce written documents with clearly organized thoughts using proper grammar.

Observe, review and check the work of staff members to ensure conformance to standards.

Enter data or information into a terminal, PC or other keyboard device.

Conduct research and analyze results.

Establish and maintain effective working relationships with water and sewer users, other professionals and government jurisdictions, co-workers, and the general public.
Communicate effectively both verbally and in writing with residential and commercial water and sewer users.
Support City Council and top management decisions.

Education & Experience:

Any combination of training and experience equivalent to a bachelor's degree in civil engineering or a closely related hydraulic or water resources field from an accredited college and a minimum of five years in a water-related technical capacity that includes responsibility for program management. A minimum of five years of supervisory experience is required.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA STATUS: Exempt

HR Ordinance Status: Unclassified